

CaER ISO 9000 Implementation Team Meeting
3/03/03

Attendees:

Carolyn Plank/CD02
Charles Chen/CD02
Judy Green/CD03
Mack Blackman/CD10
Maria Hicks/CD20
Caroline Wang/CD30
Lynn Garrison/CD30
Angela Storey/CD40
Jeff Ehmen/CD60
Jennifer Simmons/CD60
Judy Pettus/CD70

Items Discussed:

1. Caroline overviews Record Retention Manual and discusses the most common errors and helpful tips.
2. Each organization needs to make sure that all applicable documents are updated and correct by the end of the month.
3. For the next meeting, each record custodian should bring his/her Record Retention Schedule.

Important Dates:

Internal Paper Audit

May 14th, 2003
8:30am – 11:30am
Bldg: 4200 Room: 211

NQA Audit

3rd week June 2003

ISO Internal Audit

September 22-26, 2003